

Date of Booking	10.03.11
Status	Confirmed
Date of Confirmation	18.03.11
Amendment Number	Amd 1
Last Revised	03.06.11
Final details required by	06.06.12

## Conference/Event Schedule – change of date – was originally the 20<sup>th</sup> & 21<sup>st</sup> June

### Customer Information

Conf/Event Name	New Phytologist	Address	Life Sciences & Medicine
Company	Aberdeen University		
Booking Contact	Professor David Salt (Melanie McCann)	Email	<a href="mailto:dsalt@purdue.edu">dsalt@purdue.edu</a> <a href="mailto:m.mccann@abdn.ac.uk">m.mccann@abdn.ac.uk</a>
Internal/External	Internal	Tel/Mobile	+765 496 2112 9679

### Booking Overview

C/E Venue	The Old Town House	No. of Attendees	20 Maximum 27
Start Date	Thursday 28 <sup>th</sup> June 2012	No. of Days	2
End Date	Friday 29 <sup>th</sup> June 2012	Coordinator	Emily Daniells 2653

### Timing Overview

Date	Description	Time
Thursday 28 <sup>th</sup> June 2012	Access	
	Arrive	
	Refreshments	
	Lunch	
	Refreshments	
	Finish	
Friday 29 <sup>th</sup> June 2012	Access	
	Arrive	
	Refreshments	
	Lunch	
	Refreshments	
	Finish	

### Venue Information

Venue Information				
Date	Venue(s)	Layout	Hire Basis	Cost (£)
Thursday 28 <sup>th</sup> June 2012	The Old Town House	Top floor – As is- boardroom style x 27	Full Day	£190.00 per day
Friday 29 <sup>th</sup> June 2012		TBC		
Additional Venue Info	To gain access to the building before 9 am or after 5 pm – please call University Security prior to arrival on 01224 273327. When the meeting ends, please call Security again to arrange for the premises to be locked. Note - there is an internal phone in the meeting room which can be used – please dial 3327			

Please note that confetti and balloons are not permitted.

For reasons of fire safety there are restrictions on decorations such as candles. Please contact your coordinator if you would like to discuss specific requirements further.

**Audio Visual Information**

Date	Time	AV Equipment Required	Venue	Cost (£)
Thursday 28 <sup>th</sup> June 2012		TBC	The Old Town House	
Friday 29 <sup>th</sup> June 2012				
Date	Time	AV Technician Support Required From - To	Venue	Cost (£)
Additional AV Info				

**Catering Information**

Date	Time	Description	Venue	Item	Quantity	Cost (£)
Thursday 28 <sup>th</sup> June 2012		Morning Refreshments	The Old Town House	Tea, Coffee & biscuits	20	£1.75 per person
		Lunch		Sandwich Platters		
		Afternoon Refreshments		Tea, Coffee & biscuits	20	£1.75 per person
Friday 29 <sup>th</sup> June 2012		Morning Refreshments		Tea, Coffee & biscuits	20	£1.75 per person
		Lunch		Sandwich Platters		
		Afternoon Refreshments		Tea, Coffee & biscuits	20	£1.75 per person
Additional Catering Info						
Delivery Surcharge (after 17.00/ Saturday/Sunday)						
Waiting Staff Required/Charge						

**Accommodation Details**

Other Accommodation Info	No Accommodation Required
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**Payment Details**

Invoice Address		As above	
CedAr Customer No.			
Invoicing Department		Conference & Event Office	
QSP Ref	Amount	Invoice Type	Payment Received
		Full Payment	

☐ Tick box to indicate Terms & Conditions have been read and signed.

I hereby agree that the above Schedule of information is correct at the time of publication:

Signed

Print Name

David E Salt

Date

3<sup>rd</sup> June, 2011

Date Received (office use only)

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## Appendix 1 - Cancellation/Reduction Log

Detailed below is a log of cancellations and/or reductions made to the conference and event booking.

As per the terms and conditions of this booking, you will be charged a fee for cancellations and reductions which will be dependent on the time band these are received by the Conference & Event Office. To confirm any changes, a signed schedule must be received.

The charge indicated below will be added onto the final invoice.

Date Alt Received	Details of Cancellation/Reduction	Charge Band According to T&Cs	Charge (£)